

広報番号： Announcement No.	USNH-01-16(R)
募集締切日： Closing Date	28 Jan 16 1st cut off: 7 Jan 16
発行日： Date of Issue	18 Dec 15

1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LD <u>1</u>) <p style="text-align: center;">Dental Technician, #5002 歯科技工士</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input checked="" type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <p style="text-align: center; font-size: 1.2em;">1 名</p>	4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant Those who applied USNH-01-16 need not to reapply.
2.部隊 Activity U.S. Naval Hospital, Yokosuka Directorate for Dental Services, Dental Specialties Department 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka-shi		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input type="checkbox"/> 常用 Permanent <input checked="" type="checkbox"/> 限定 Limited Term (Until 31 Dec 2016) The employment may or may not be renewed or may be terminated prior to the not to exceed date.	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Mon-Fri 勤務時間・休憩 Work Hours/Recess Period: 0700-1600/1100-1200 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Fabricates and repairs dental prosthetic appliances in accordance with specifications provided by a dentist. Chooses artificial teeth according to shade, size and shape and arranges in models of dental prosthetic appliances or in bite blocks. Forms connective wiring to conform to contours of jaw. Constructs parts of dental prothetic appliances made out of gold alloy by bending, grinding and heat-treating in order to produce proper degree of hardness. Casts dental prosthetic appliances out of cobalt chromium alloy, requiring the application of high temperatures. Finishes gold alloy appliances of intricate design such as removable bridges, partial dentures with clasps and bars and lingual and palatal bars. Fabricates wax and metal models of crowns, inlays and precision attachments and casts them in gold alloy. Designs in wax and fabricates models of appliances which correct abnormal conditions of the oral cavity. Receives supervision from unit chief or higher graded technician. Performs work in accordance with prescribed practices. Work is spot checked for technical adequacy. Assists dentist in the treatment of dental patients. Assists the dentist during treatment by handing him instruments and medications, mixing materials for taking impressions, selecting impression trays, heating and softening impression materials, and carrying impression to the laboratory. Sterilizes and cares for dental equipment and instruments. Appropriate licensing requirements must be met. Performs other related or incidental duties as assigned.			
7.資格要件／身体条件 Qualification/Physical Requirements a. Must possess a GOJ certificate of dental technician. b. Knowledge of the form, structure, and function of teeth, and the anatomic and functional characteristics of surrounding tissue and supporting muscle and bone. c. Skill in porcelain placement, and all aspect of crown/bridge. d. Ability to use dental laboratory equipment for fabrication of dental appliances. e. Must be proficient in English to understand instructions and communicate with supervisor/dentists. * Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input checked="" type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

8.提出するもの Application and Associated Documents	職務状況 Working Condition
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<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"</p> <p><input type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 修了証/証明書の写し Copy of Dental Technician's License 歯科技工士免許証の写し</p> <p><input checked="" type="checkbox"/> 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy</p>	
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9. 応募書類提出先 Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.

1. 内部応募者（現 MLC/IHA 従業員）提出先（米海軍横須賀基地日本人雇用課（HRO））：

Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

〒238-0001

〒238-0001

神奈川県横須賀市泊町 1 番地

1 Banchi Tomari-cho, Yokosuka

PSC 473 BOX 22 CNRJ HRO N132

PSC 473 BOX 22 CNRJ HRO N132

内線/Extension 243-8152

米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。

Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

2. 外部応募者（非従業員）提出先：

〒238-0011

Off Base Applicants must submit to:

〒238-0011

神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)

Yokosuka Branch of LMO/IAA

管理第一係

Management #1 Section

電話番号 Phone 046-828-6959

受付時間：月曜—金曜、0830-1730 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。

Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : Civilian Personnel Liaison for MLC

軍電 (DSN) 243-8652

PD No.: USNH-10DS-005-LT

PD is accurate and current. Certified by Activity: mk

HRO: (rcvd 11/9) kw
11/10 kw 12/17

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of

human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。